

Access 2007

Course Objectives Access 2007 Level 1 Classes 1 and 2

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Access database application to perform their day-to-day responsibilities, and to understand the advantages that using a relational database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

Prerequisites: Students should have completed the following courses or possess equivalent knowledge before starting this course: Windows XP, Vista or Windows 7. Must be able to type.

Upon successful completion of this course, students will be able to:

- examine the basic database concepts and explore the Microsoft Office Access 2007 environment.
- design a simple database.
- build a new database with related tables.
- manage data in a table.
- query a database using different methods.
- design forms.
- generate reports.

Course Objectives Access 2007 Level 2 Classes 3 and 4

Target Student: Microsoft Office Access 2007: Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2007. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Access 2007 can also take this course.

Prerequisites: To ensure the successful completion of Microsoft Office Access 2007: Level 2, the completion of the Microsoft Office Access 2007: Level 1 course, or equivalent knowledge, is required.

Upon successful completion of this course, students will be able to:

- modify the design and field properties of a table to streamline data entry and maintain data integrity.
- retrieve data from tables using joins.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- enhance the capabilities of a form by grouping form controls and making other aesthetic improvements to make forms work more efficiently and intuitively for the user.
- customize reports to organize the displayed information and produce specific print layouts.
- share data across different applications.

Course Objectives Access 2007 Level 3 Classes 5 and 6

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.

Target Student: This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.

Prerequisites: To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following courses or equivalent knowledge are recommended: Microsoft® Office Access™ 2007: Level 1; Microsoft® Office Access™ 2007: Level 2

Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access™ 2007 macros.
- display data more effectively in a form.
- customize reports by using various Microsoft® Office Access™ 2007 features, making them more effective.
- maintain your database using tools provided by Microsoft® Office Access™ 2007.

Course Objectives Access 2007 Level 4 Classes 7 and 8 (This class is currently not active)

Course Objective: You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Target Student: This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access™ 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for the student who may be working in a web-based environment and may need to adapt Access applications to the environment.

Prerequisites: To ensure the successful completion of Microsoft® Office Access™ 2007: Level 4, the following courses or equivalent knowledge is recommended: Microsoft® Office Access™ 2007: Level 1; Microsoft® Office Access™ 2007 Level 2; Microsoft® Office Access™ 2007: Level 3

Upon successful completion of this course, students will be able to:

- share Access data with other applications.
- use VBA to automate a business process.
- create and modify a database switchboard, and set the startup options.
- secure databases.
- share databases using a SharePoint site.